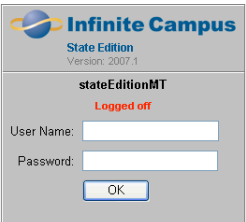
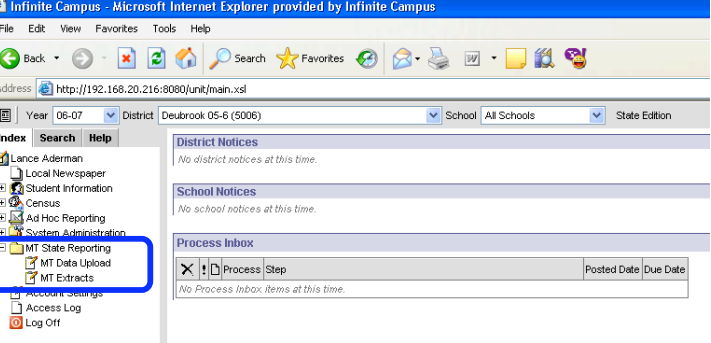
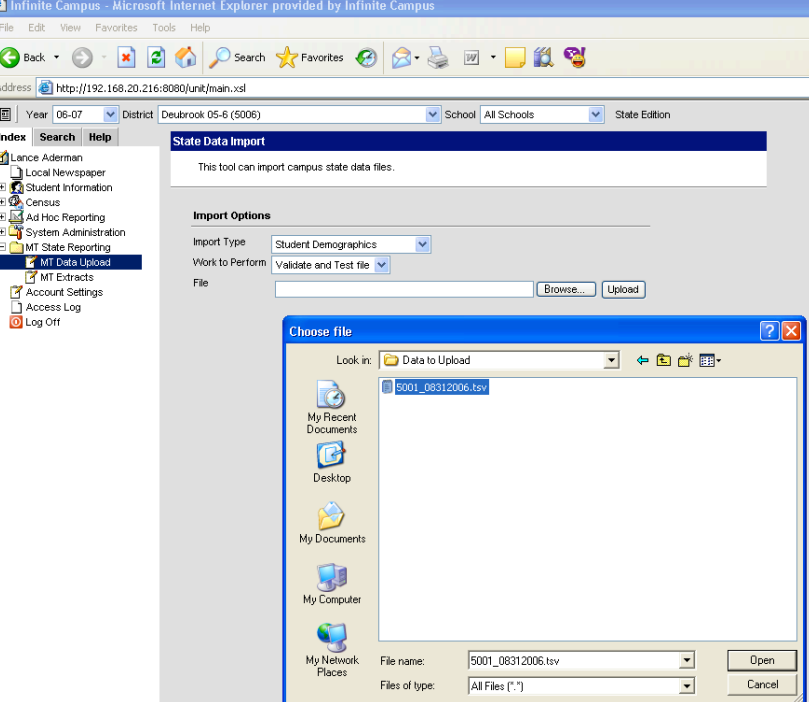
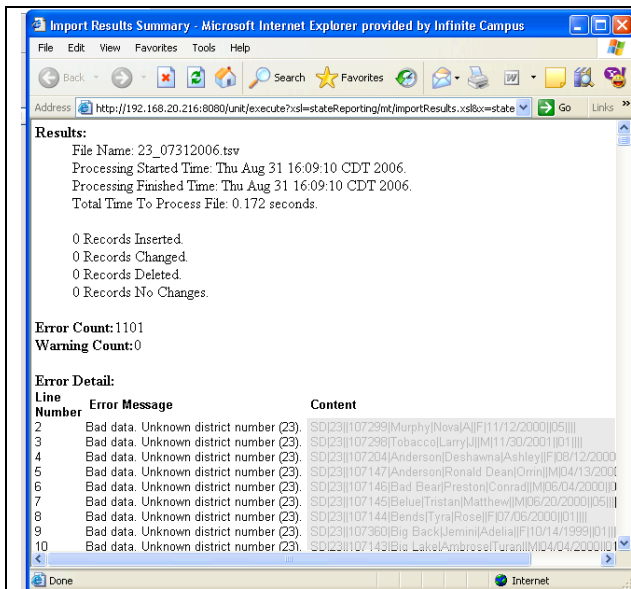


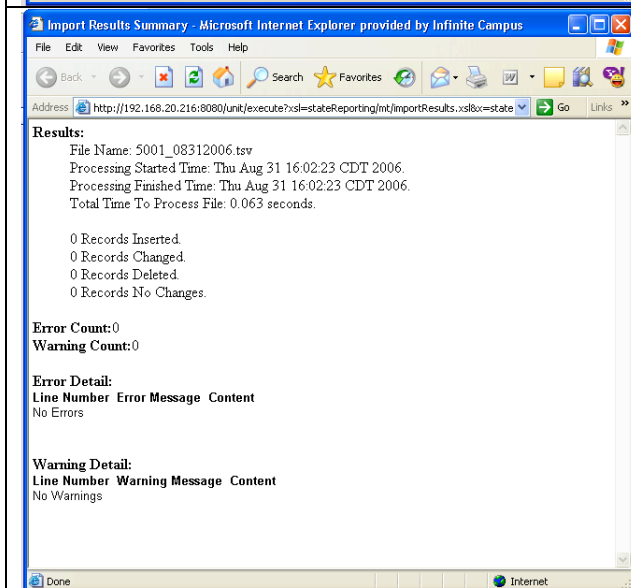
Quick Reference: Montana Student Demographic Data Import

 <p>The login screen for Infinite Campus State Edition (Version: 2007.1). It shows a 'Logged off' status and fields for 'User Name' and 'Password' with an 'OK' button.</p>	<p>Use the Web address, User Name and Password provided to log in to Infinite Campus.</p>
 <p>The main menu of Infinite Campus. The left sidebar shows a tree view with 'MT State Reporting' expanded, and 'MT Data Upload' and 'MT Extracts' highlighted. The main content area shows 'District Notices', 'School Notices', and a 'Process Inbox' table.</p>	<p>Expand the MT State Reporting section of the outline by clicking the + sign to the left of the folder icon, or the text link to the right. Click on the text link MT Data Upload to display the State Data Import tool</p>
 <p>The 'State Data Import' tool interface. It shows 'Import Options' with 'Import Type' set to 'Student Demographics' and 'Work to Perform' set to 'Validate and Test file'. A 'File' field is present with 'Browse...' and 'Upload' buttons. Below, a 'Choose file' dialog box is open, showing the file '5001_08312006.tsv' selected in the 'Data to Upload' folder. The file name and type are shown at the bottom of the dialog.</p>	<p>Select “Student Demographics” from the Import Type dropdown list, and “Validate and Test file” from the Work to Perform dropdown list. Click on the Browse... button. Navigate to the location of your .tsv file, select it, and click on the Open button.</p> <p>The path and filename will appear in the File field.</p> <p>Click the Upload button.</p>

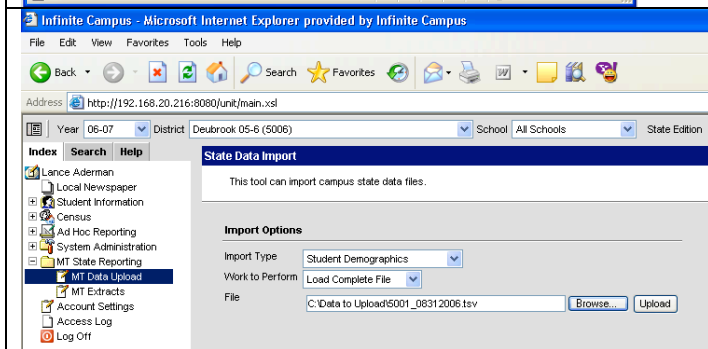


An **Import Results Summary** page will appear. It will list any errors found in the data by line number.

If there are errors, return to your data file and correct the errors, then return to the previous step.

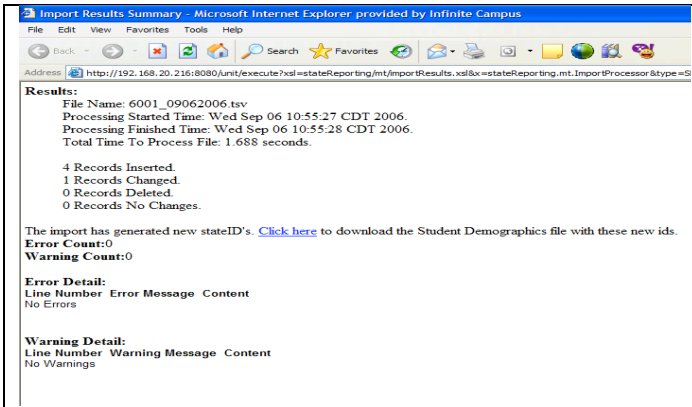


If there are no errors, you are ready to move to the next step.



In the **Work to Perform** dropdown list, select “Load Complete File” and click the **Upload** button.

The import function is now adding records to the database and generating Student ID numbers, so you may wait several minutes for results.



The **Import Results Summary** page will appear. It will list the number of records added and will have a link to download an updated version of the file that includes the newly-assigned students' State ID numbers. You can use this file to import these numbers into your existing Student Information System.

(State ID numbers will be required for each student for all future Uploads into Infinite Campus.)